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ROUTING AND RECORD SHEET

STAT	SUBJECT: (Optional) Selection of an Assignee to the Interagency OPSEC Support Staff				
STAT	FROM: [Redacted]	EXTENSION	NO.	DDA/REG LOGGED	
STAT	Director of Security		OS 9-7878		
STAT			DATE	5 APR 1989	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
		RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
1.	DDA 7D18 Hdqs			<p>- NAR from DA Per [Redacted] query to OS. [Redacted]</p>	
2.	ADDA action	13 APR 1989			
3.	TODA	13 APR 1989			
4.					
5.	TODA Reg.				
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.	[Redacted]				
15.					

DDA REGISTRY

FILE: [Redacted]

VIA COURIER

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5 APR 1989

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Science and Technology

VIA: Deputy Director for Administration

STAT FROM:
Director of Security

STAT SUBJECT: Selection of an Assignee to the Interagency
OPSEC Support Staff

STAT 1. National Security Decision Directive (NSDD) 298, dated 22 January 1988, directs the establishment of a National Operations Security (OPSEC) Program. The NSDD designates the National Security Agency (NSA) as the Executive Agent and requires the establishment of an Interagency OPSEC Support Staff (IOSS). The document specifically directs that CIA, DOD, DOE, FBI, and GSA be represented on the IOSS. This memorandum solicits your nomination of an officer to be detailed to the IOSS on a rotational assignment.

STAT 2. NSA has acquired office space in Greenbelt, Maryland and is in the process of staffing the IOSS.
a SIS level NSA officer, is the Director; Don Temple (DOE) is the Deputy Director. There are approximately eight other NSA people on board at this time. NSDD 298 charges the IOSS with the following responsibilities:

- STAT -- Carry out interagency, National-level (OPSEC) training for executives, program and project managers, and OPSEC specialists;
- Act as consultant to executive departments and agencies in connection with the establishment of OPSEC programs and OPSEC surveys and analysis, and
- STAT -- Provide an OPSEC technical staff for the SIG-I."

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3. The Executive Director assigned CIA OPSEC coordination responsibility to the Office of Security. In that capacity I have been meeting with the NSA OPSEC Program managers to provide the CIA security perspective and to monitor the Program development progress. The time has come when we must fulfill our obligation to provide a representative to the IOSS. Clearly, it is in the best interest of the CIA to assign a strong, communicative officer to the IOSS to provide effective support and to ensure that we realize the full benefit of our association with the Program. [redacted]

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4. The IOSS is to be a matrix organization with each staff member assigned responsibility for one or more specific technical disciplines and/or "customer accounts." Although it is only in draft form, the attached "RESPONSIBILITY MATRIX" illustrates the concept. On the attached chart, the letter "P" indicates primary responsibility, and the letter "S", secondary responsibility; the acronym COI stands for "communities of interest." According to the plan, a staff member will be assigned the lead role for each project, on an ad hoc basis, and will draw upon other IOSS resources for required support. The only line managers in the organization will be the Director and his Deputy. The staffing goal for this fiscal year is 16; the ultimate staffing target is 25. [redacted]

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5. Primary requisites for this assignment are, a strong analytical capability and the ability to work as a team member without close supervision. The assignment will require extensive personal interaction, so the assignee should also have good interpersonal skills. The skill requirements of the organization are so varied and extensive that practically any technical or analytical talent can, and should, be considered. The responsibility matrix will vary according to the resources available to the Program managers. Program management estimates that each staff officer will be asked to make approximately seven one-week trips annually. Most travel will be domestic, but a limited amount of foreign travel is also anticipated. [redacted]

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6. Funding for the IOSS is being provided by NSA, but there are no positions allotted for the staff. The slot for the CIA representative must be provided by the parent organization. As a result of this assignment, the contributing component will benefit through the development of a well-indoctrinated, well-trained OPSEC officer. A nominal, two-year rotation is recommended and the Program manager strongly supports a third year option if the assignee and the contributing organization consider the arrangement to be mutually beneficial. Consideration of officers at the GS-13/14

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level is encouraged, but the Staff will accept more junior officers if they meet the other criteria, or more senior officers if they can be satisfied and productive in a non-managerial assignment:

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7. Please consider the potential long-term benefits of this assignment and nominate officers that will represent us well and benefit from the experience. Your response is requested by 21 April. While I hope you will nominate someone, I also request a negative response if you do not have a candidate. I will review the qualifications of the nominees with the IOSS Program Manager and inform you of the selectee by 5 May.

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8. Thanks for your cooperation and support. If you have questions or comments, please contact me on secure extension or my OPSEC Program Coordinator,

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Attachment: Responsibilities Matrix

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ATTACHMENT

PLATE 1

RESPONSIBILITIES MATRIX

FUNCTION	FBI	DOD	CIA	GSA	DOE	AL	STAT
training coordinator							
Community training							
Threat Guru						p	
Media Center						p	
Reference Library							p
CompuSec Guru	s					p	
Comsec Guru	p	s					
Policy & doctrine							p
Analysis/Dec Making							
Survey Methodology	p						s
Security Officer		s					p
Fire & Safety Officer							p
Office Manager							p
Treasury Account			p				
DIA Account							p
Justice Account		p	a				s
USTR Account	p						s
SDIO Account	p						
NPIC Account			s				p
JSOC Account		s					p
DEA Account							
JCS Account							p
NASA Account			p				
Naval Air Systems						p	a
DLA Account		p	s				
DOT Account		p					
Nav Sea Warfare Acct							p
DMA Account							p
Comsec custodian							
Intelligence COI							
S&T COI							
*Law Enforcement COI							
Diplomatic COI							
Leadership COI							

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